





**Tuition Assistance Funds
Management Information
for Students**

Accreditation and TA Payments

- Institutions must be accredited before soldier can receive tuition assistance. If school is not in our catalogs, you should check accreditation before requesting tuition assistance.
- Contact your education office if you have questions about accreditation.

Tuition Assistance Management Program

- **Tuition assistance reimbursement support has long been provided as part of the distance learning program**
- **Today, the Tuition Assistance Management Program provides TA support for reimbursement payments for classroom and distance learning courses**
- **The payment process usually 7-10 weeks from the time DANTES receives all the documents**

Tuition Assistance Reimbursement

- **Paid for distance learning course more than 24 weeks in length for Army students**
- **Paid for all for Air Force Reserves and Air National Guard courses**
- **TA must be approved prior to enrollment**
- **Paid upon receipt of a satisfactory grade report from the school or education office and the DANTES 1562/31 form**

Tuition Assistance Reimbursement

- **Paid for distance learning course more than 18 weeks for Marine Corp students enrolled prior to 1 July 2004**
- **TA must be approved prior to enrollment**
- **Paid upon receipt of a satisfactory grade report from the school or education office and the DANTES 1562/31 form**

How Reimbursements Are Made

- When TA form is received data from it is entered into the database
- When the grade report is received from the school or the education office, it is entered into the database and an authorization is generated and sent to DFAS for payment
- DFAS pays the Service members usually within 4-6 weeks from the date they receive the authorization

Upfront Tuition Assistance

- Paid for all Army National Guard courses enrolled in before 1 October 2004
- Paid for all Army Reserve courses enrolled in before 1 October 2003
- Paid upon receipt of TA forms and invoice from the institution

How Upfront TA is Paid

- When the TA forms and the invoice are received data from the institution, they are entered into the database
- The documents are also scanned into a database
- If credit card payment, report is generated and sent to the DANTES procurement office for payment, usually within 3 days of receipt
- If DFAS pay, authorization form is sent to DFAS, who takes 4 to 6 weeks to pay

Upfront Payment Processing

- **Data entry person match invoices with the tuition assistance forms and sends to Code 20J**
- **Code 20J processes the payment authorizations**
 - **Once a week for credit card payments and sends them to DANTES Procurement for payment, over 300 schools accept payment by credit card from DANTES**
 - **The rest of the time is spent processing payments for DFAS disbursement**

Things You Can Do to Help

- **Be sure that the form is legible and signed by the proper approving authority**
- **If you change your course schedule, notify your approving office and modify the TA form to match your schedule. You may not receive TA for those changes if you don't do both.**
- **Contact the person that approved your TA form if you are experiencing problems, they should be the one to contact DANTES if need be**

Recoupment Procedures

Upfront TA

- **When a grade report is received and contains a withdrawal or failing grade, a recoupment process is initiated**
 - **A letter is sent to you stating that you have 30 days to provide justification approved by your major command or you can voluntarily repay the TA**
 - **If no response is received, a second letter is sent through the unit commander**
 - **If neither the justification nor repay is received, we will process a DD Form 139 to take the funds from your pay**

DANTES Initiatives

- **Developed new computer program**
- **Buying better imaging software**
- **Developing an interface with Services' and DFAS's automated systems**
- **Expanded facilities to improve staff productivity**
- **Setup tahelp@voled.doded.mil for institutions and education offices to use**

